

**NORTH KAWARTHA PUBLIC LIBRARY
MINUTES
Monday September 19, 2011 9:30AM
NORTH KAWARTHA LIBRARY - BOARD ROOM
175 Burleigh Street, Apsley**

I ROLL CALL

Present: Carolyn Amyotte, Arnie Brown, Bob Burns, Evelyn Rasberry, Nina Lambe
Staff: Shannon Hunter, Susan Suhr, Debbie Hall

Call to order at 9:30 AM

II DECLARATIONS OF CONFLICT OF INTEREST

Carolyn Amyotte reminded members of their obligation to declare a conflict if necessary.

III APPROVAL OF THE AGENDA

**11.093 Moved Bob Burns
 Seconded Arnie Brown
 The agenda is approved as distributed.
 Motion carried.**

IV ADOPTION OF MINUTES

M1. Minutes of the regular meeting of the Library Board on August 15, 2011.

**11.094 Moved Bob Burns
 Seconded Evelyn Rasberry
 The minutes of the regular meeting of the Library Board on August 15, 2011
 are accepted as distributed.
 Motion carried.**

V DEPUTATIONS/PRESENTATIONS

N/A

VI BUSINESS

B1. Meeting Times & Attendance
a) Discussion

Shannon Hunter would like to be able to use Skype for the winter meetings, however, she informed the Board that it is not recognized for voting. A quorum could be an issue. A Board member requesting a skype meeting should notify the chair in advance.

- 11.095** **Moved Evelyn Rasberry**
Seconded Arnie Brown
Board members wishing to attend a Library Board meeting via Skype during the winter months will notify the Chair in advance, in order to make sure that no more than one member attends in this manner.
Motion carried.

B2. Christmas Hours

a) Staff Report

- 11.096** **Moved Nina Lambe**
Seconded Bob Burns
The Library Board authorizes the closure of the North Kawartha Public Library from Saturday December 24th to Monday January 3rd inclusive.
Motion carried.

B3. Ontario Library Week

a) Staff Report

Add Woodview Sat 22nd 10AM -11AM Arnie Brown will attend.

Change Thursday in Apsley to 2PM Carolyn Amyotte to attend.

- 11.097** **Moved Bob Burns**
Seconded Arnie Brown
Library week schedule is approved with changes noted.
Motion carried.

- 11.098** **Recess for 5 minutes**
Moved Bob Burns
Motion carried.

B4. Policy Review

Shannon Hunter explained that we have many policies that need to be reviewed. This is also necessary for accreditation and she enquired how the Board would like to proceed with this matter. Arnie Brown feels that staff should review the policies and provide the Board with changes they deem necessary. Shannon Hunter suggested one section at a time is reviewed and brought to the Board.

Section 1 - Library Board Bylaws will be reviewed at the next meeting.

- 11.099** **Moved Evelyn Rasberry**
Seconded Bob Burns
Section I - Library Board bylaws will be reviewed at the October meeting.
Motion carried.

B5. OLA Allocations

- a) OLA Youth Intern (CAP student)

Shannon Hunter advised that the Library has been approved for the Youth Intern for 420 hours. We will need to advertise for the position as soon as possible. The CAP money for \$7200 appears to have been approved as well. We have discussed using this funding towards replacing our server.

- 11.100** **Moved Nina Lambe**
Seconded Bob Burns
The information is received.
Motion carried.

VII **REPORTS**

R1. Library Stats August 2011

- a) Fines
- b) Circulation Stats
- c) ILL Stats

A recommendation is to come to the Board at the end of each year to forgive outstanding old fines.

- 11.101** **Moved Arnie Brown**
Seconded Bob Burns
The August Library stats are received and further that a recommendation is to come to the Board at the end of each year to forgive outstanding old fines.
Motion carried.

R2. Tech Services Stats August 2011

- a) Apsley User Stats
- b) Woodview User Stats

- 11.102** **Moved Evelyn Rasberry**
Seconded Bob Burns
The August user stats are received.
Motion carried.

VIII **FINANCIAL**

F1. Financial Statement

- a) September 14

Discussion: Reducing hydro costs by turn off outdoor lights after 11PM by use of a timer. Shannon Hunter reported that M. McCauley has installed a time for the outside lights so that will no longer be a problem.

11.103 **Moved Nina Lambe**
Seconded Evelyn Rasberry
The September 14, 2011 financial report is received.
Motion carried.

IX **BOARD ORIENTATION**

Legal Responsibilities - Section 3, pages 31- 47 of the Library Board Development Kit 2010.

11.104 **Moved Bob Burns**
Seconded Nina Lambe
The information is received and the next section Role of the Board and
further that Governance (pages 48-55) to be reviewed at the next meeting.
Motion carried.

X **CORRESPONDENCE**

N/A

XI **NEW BUSINESS**

NB1. Strategic Plan

a) Previous Version 2006-2010

Carolyn Amyotte explained that objective need to be reviewed and a new strategic plan should be addressed. Shannon Hunter explained that Council has annually reviewed and updated their strategic plan. How would the Board like to proceed as the current plan is severely outdated. Evelyn Rasberry feels that having the plan in place and tied to the budget is the way to go and makes sense. The next meeting (October) should also include a minimum of 1 ½ hours of strategic planning and the November meeting will include a budget session.

11.105 **Moved Nina Lambe**
Seconded Bob Burns
The October meeting will include a planning session for the Strategic Plan.
Motion carried.

NB2. Accreditation

a) Checklist

Carolyn Amyotte suggested Items to be reviewed:

1.1.6 Performance Review, 1.3.1 Plan Policy, 1.3.2 Community Analysis, 1.3.3 Feedback,
1.3.6 Report to Public, 1.5.3 Report to Council, 2.9.3 Directional Signs, 2.10.2 Interior Signage

11.106 **Moved Evelyn Rasberry**
Seconded Arnie Brown
Staff is directed to review the checklist and bring any issues back to the
Board, and further that Peggy Malcolm from SOLS is contacted to advise
the Board regarding accreditation.
Motion carried.

XII CLOSED SESSION

N/A

XIII ADJOURNMENT

Next Meeting - October 17, 2011 Apsley Branch 9:30AM

**11.107 Moved Bob Burns
The meeting is adjourned at 10:46AM
Motion carried.**

Date: _____

Chair: _____

Secretary: _____